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Publications

AND FINALLY I DID GET A JOB



INTRODUCTION

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I'd like to tell you a bit about myself. I think you should know that this book was written by someone who's had some of the same problems and maybe felt some of the same feelings you have.

After I got out of school, I had a lot of trouble finding work. I couldn't seem to find **anything**. I remember feeling pretty low some days...as if there were something wrong with me. Just seeing people on their way to work would make me feel lousy, and even angry.

But I kept looking. I stuck with it. And finally I **did** get a job.

I got a job as a writer. This book is one of the things I wrote. A lot of it's based on what I went through to get a job and I'm hoping it'll help you get a job too.

But remember, this is a workbook. It's something you've got to **work** with. So do all the exercises and fill in all the blanks as best you can.

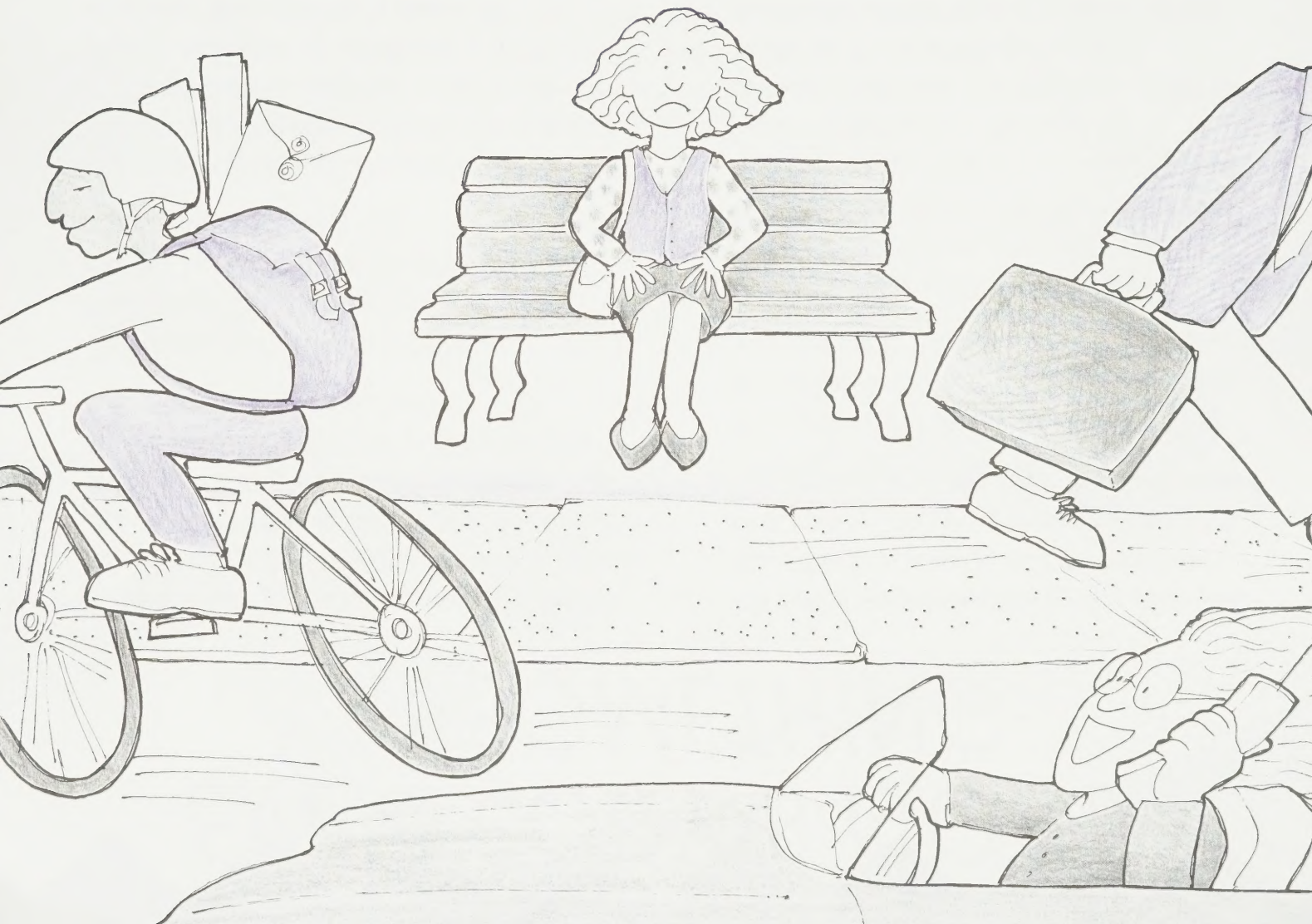
And one more thing before you start. You're not alone in this. If there's anything in the book you don't understand, or if I don't explain something well, there are people around you who can help.

Ask your parents and friends how they got their jobs. Or talk to your teacher or school counsellor about this workbook.



Cette publication est également offerte en français sous le titre suivant : Et j'ai enfin trouvé un emploi

Not having a job can make you feel pretty lousy. But if you really work at it, you'll get one. It takes time.



EVERYBODY'S GOOD AT SOMETHING

I think a lot of people make the mistake of never deciding what it is they want to do. For the longest time I just wanted a job – any job. But it's like anything else, if you don't know what you're looking for, it's pretty hard to find.

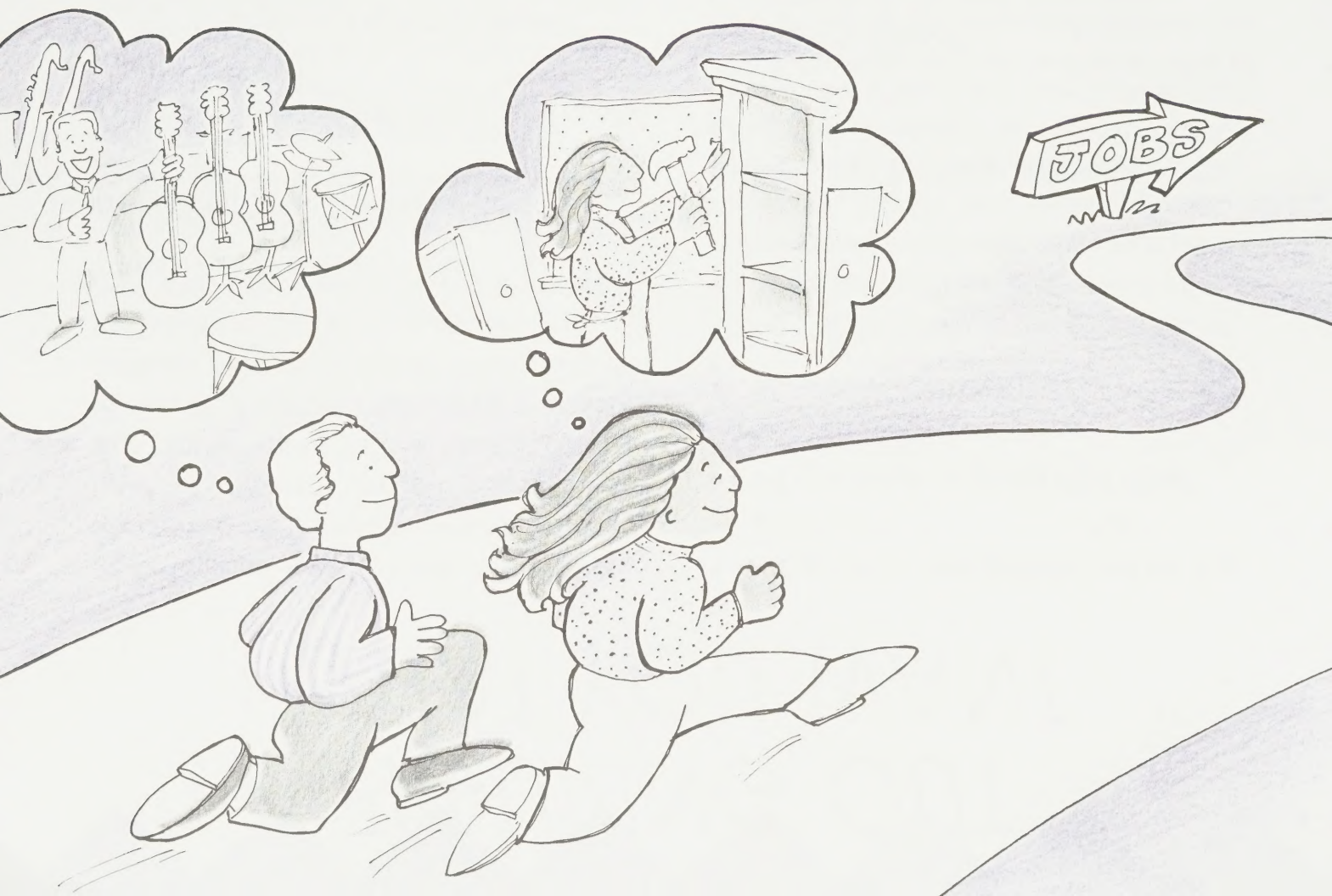
So finally I sat down and made a list of the things I'm good at doing and like doing. I always liked to write, so I put that at the top of my list.

There are things you're good at too. I know that when you're having trouble finding work it sometimes feels like you're not good at anything. But it's just not true. **Everybody's good at something!**

On pages 5 and 6, you'll get some help with assessing **your** interests and abilities and some of the jobs that relate to them. But before you start, here are a few things to keep in mind:

1. It's not always possible to get a job you like. Work is scarce. But remember that **every** job gives you some sort of experience and can lead to other jobs.
2. If you get a job you **like**, you'll probably do better at it, enjoy it more, and stay at it longer.
3. If the job you want seems a little out of reach right now, you can work toward it in stages. Aim for an entry-level job (e.g., receptionist, messenger, mail clerk, etc.) in the type of company or industry that you want to work in. Even if the job seems unrelated to the one you want, it will give you a great opportunity to learn about the industry from the inside and make valuable contacts. The experience will put you in a better position to move ahead, either in that company or in a different one within the industry.

Take some time and
really think about the kind
of job you want.



FIGURING OUT WHAT YOU WANT

You might have some ideas of what you'd like to do, but there are a lot of different types of jobs out there that you probably don't know about, or just haven't thought about. To get a clear idea of all your job options, start by listing all your interests and abilities. To help you get started, here are some questions to ask yourself.

Assessing Your Interests and Abilities

- What **recreational** things am I really interested in?
- What things do I consider myself good at doing?

- What have other people told me I'm good at?
- What **school** subjects am I most interested in?
- What school subjects am I good at?

When you're finished, take your list of interests and abilities to a school or employment counsellor, resource centre, or library. Ask for help in using their resources to see what jobs relate to the items you've listed.

The following chart gives you an idea of how different interests and abilities can be applied in actual jobs.

<i>Interests and Abilities</i>	<i>Possible Jobs/Job Areas</i>
<ul style="list-style-type: none"> - skateboarding; cycling; hockey; snowboarding; wind surfing; baseball - playing and recording music; going to concerts - taking care of pets - photography 	<ul style="list-style-type: none"> - specialty sales; equipment promotion; equipment design; repair work - record promotion; music store sales; instrument repair - vet's assistant; dog groomer - photo journalist; portrait photographer

Now try to put your list of jobs in order of what you **like**, then, in order of how much **demand** there is for each job.

What skills and knowledge do you **need** to have to get the job(s) you want? Ask your high school guidance counsellor or an employment counsellor to help you figure out the tasks involved in those jobs and the skills and knowledge required to perform each of those tasks.

Your next step is to look at how you can develop the necessary skills and knowledge. Here are some ideas:

- Plan information interviews with people who work in that field, including employers.

- Consider what types of volunteer work could help you get relevant experience and skills.
- Read industry and trade magazines and other material.
- Look into courses and seminars through continuing education departments (at the school board, community college, and university), community centres, and private training schools.

Get more suggestions from counsellors, teachers, employers, neighbours, your friends, their parents, and your family.

HOW TO GET A SOCIAL INSURANCE CARD

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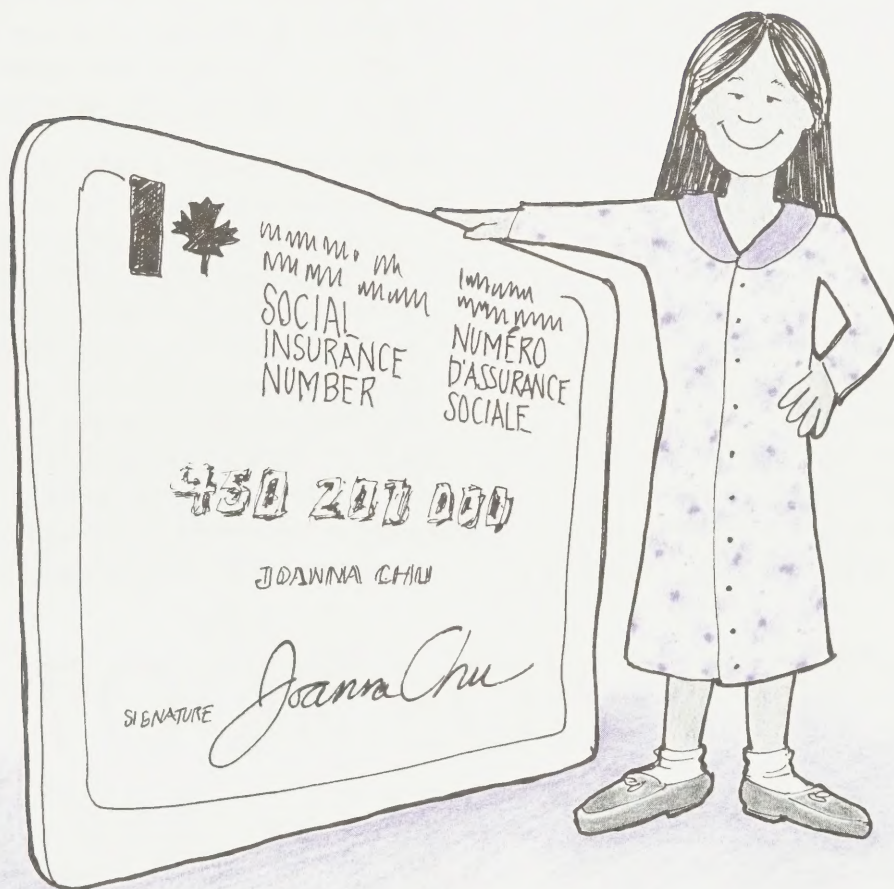
Now that you have a pretty good idea of what kind of work you're looking for, it's time to get started. But there's one more thing you'll need before you can really get going – a social insurance card.

If you already have your social insurance card, you can skip this page. But if you don't, you're going to have to get one because nobody will hire you without it.

Here's what to do:

1. Ask for a social insurance card application form at any **Human Resource Centre** (formerly called Canada Employment Centre). If you live in a remote area too far from a centre, you can get the forms by mail, and then mail them back with all the necessary identification. For your nearest centre, look in the Blue Pages of the telephone book where government telephone numbers are listed. You'll find a list under "Government of Canada" in the "H" section for Human Resources Development.
2. Fill out the form and take it and your birth certificate to a Human Resource Centre. If you were born in Quebec, a baptismal certificate is acceptable. If you were born in Newfoundland, either a baptismal or dedication certificate will do.
3. Take a second piece of identification. You can use anything that has your name on it, like a driver's licence, library card, or age of majority card.
4. If you were born outside of Canada, you will need your Canadian citizenship card, your Immigration 1000 form, or your passport with a landed immigrant stamp.
5. The staff at the centre will send the form in for you, and you will get your card in the mail.
6. You'll be given a receipt when you apply for your card. If you are looking for work before you get your card, take your receipt with you. It will prove to an employer that your card is on the way.

You'll need a social insurance card. No one will hire you without it.



HOW AND WHERE TO LOOK FOR A JOB

1. **TALK TO PEOPLE.** Employers, friends, relatives, neighbours, employment counsellors, **everyone**. This is no time to be shy. Tell them what kind of job you're looking for, ask them to tell you if they hear of anything, and ask them to check with **their** friends too. Most people will help if they can, and nobody will get mad at you for asking. It makes sense to have twenty people looking instead of just one. Ask them if they've heard of any job openings in your community and the field you are interested in. This is called **networking**.
2. **VISIT EMPLOYMENT CENTRES.** Human Resource Centres and counselling centres help people with their job search. Use them. But remember that going to an employment centre is like going for a job interview. Look your best. For more information about these centres, call the TRAINING HOTLINE at 1-800-387-5656 or (416) 326-5656.
3. **TRY THE WALK-IN METHOD.** Even if there's no job ad in the paper, choose companies you want to work for and visit them. I'll tell you how to use this method on page 13.
4. **TALK TO FORMER EMPLOYERS.** If you've had jobs before, talk to your former employers. If they don't have any openings, they might know of someone who does.
5. **READ THE JOB ADS.** Make sure you check the "Help Wanted" ads in your newspaper every single day. A lot of ads ask for experience, but don't get scared off too easily. If it's a job you think you can do, go after it. If you can convince someone that you have the skills to handle the job, he or she might decide your positive attitude is more important than your lack of experience.
6. **SEARCH THE INTERNET.** If you have Internet access, search employment sites. Three especially good ones are listed here for you:
Job Bank
<http://jb-ge.hrdc-drhc.gc.ca/>
Youth Resource Network of Canada
<http://www.youth.gc.ca/>
Career Gateway (career and employment related resources)
<http://www.edu.gov.on.ca/eng/career>.
7. **KEEP NOTES.** On page 11, list all the people you talk to. Under COMMENTS write down anything someone said that you should remember, for example, "Told me to call The Auto Shop". All these lists may seem like a bother, but you'll find that they can really make your job search a lot easier.

Talk to employers and former bosses. Talk to your friends, relatives, neighbours, **everyone**. Phone people and send letters. Knock on doors. This is called **networking**.



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[illegible]



MAP OUT A ROUTE EACH DAY

How do you let a company know you're available for work. One way is to apply in person. This is a direct way of marketing yourself.

It's a good idea to plan your time wisely by mapping out a route each day. For example, if you're looking for a job in a record store, you can plan it so that you visit all the record stores in a certain area of your city or town in one day. That'll save time and money.

Here's a way to do that step by step:


1. Go through the Yellow Pages of the telephone book and make a list of all the companies that might use someone with your skills. Companies are listed in the Yellow Pages according to what type of business they are. For example, if you're looking for record stores, look through the "R" section until you come to "Records, CDs and Tapes". All the record stores in your area will be listed in that part of the book. Also check the Internet.
2. Depending on what kind of business you are interested in, there may be hundreds, so list 30 or 40 at a time.
3. Write them down, with their addresses. Then use a map to separate the list into different areas of your city or town.
4. Once you have a list by area, you can drive or take public transit to that area and then go to each place on foot.
5. When you visit a company, ask if you can speak with the person responsible for hiring new staff. Explain who you are and what kind of work you're looking for, and ask if you can fill out an application form.
6. On page 15, list all the places you've been. Under COMMENTS write down anything you should remember, like "Call back in June". That way you'll keep track of which places you should check back with from time to time.
Make sure you get the name of the person you spoke to, so you can call back and speak to that person later. Follow-up calls can often lead to a job too.
7. Remember, don't be intimidated about using the walk-in method.

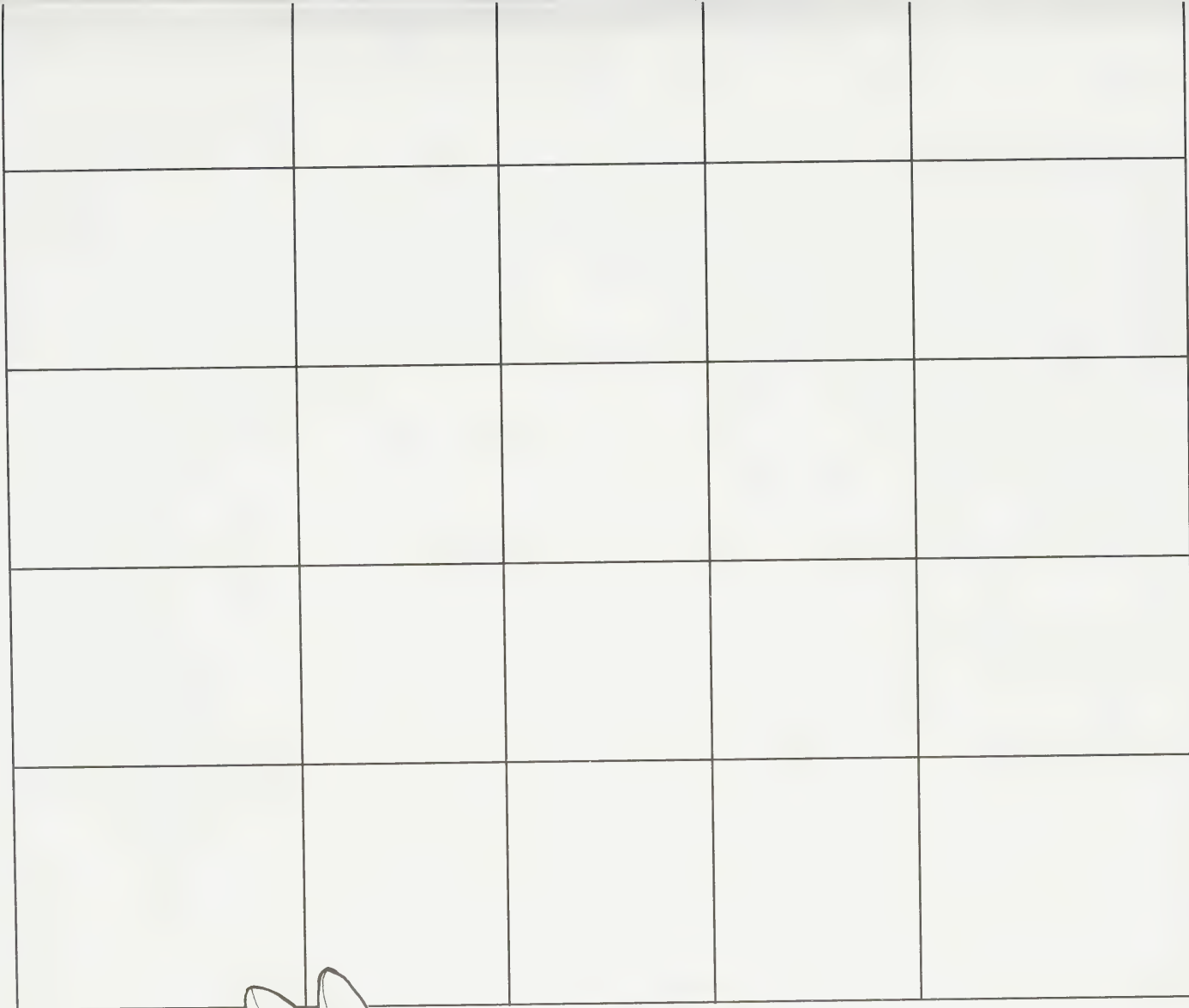
Plan your day wisely,
and you'll save time
and money.



JOB-SEARCH RECORD

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<i>Company:</i>		<i>Contact Person:</i>	<i>Position applied for:</i>	<i>Comments</i>



APPLICATION FORMS

Most employers will ask you to fill out an application form before they'll give you an interview. The way you fill out an application form can mean a lot to an employer. If you don't follow the instructions on the form, he or she will think you can't follow instructions at work. If your completed form is sloppy, the employer may think you'll be a messy worker. So be careful, and keep it neat.

Filling out these forms can be a little tricky because every form is a little different. But if you take your time, you'll do just fine. Here are some things to remember:

1. **Be neat.** If your form looks sloppy and hard to read, an employer won't even bother to read it.
2. **Read** each question **twice** before answering. Always make sure you know **what** is being asked.
3. Print in **capital letters**. Try to keep all the letters the same size and keep them between the lines.
4. Use a pen, never a pencil. If you make a mistake, cross it out **neatly** with a single stroke through each incorrect word.
5. Once you've finished, read over all your answers to check your spelling and grammar. Ask someone else to read them over to check for mistakes that you may have missed.
6. Don't forget to sign the form.
7. A little later in this book is a section on RÉSUMÉS. A lot of the information asked for on an application form can be found on your résumé, so keep it handy when going door to door and filling out application forms.

If your application is sloppy, an employer won't even bother to read it. So take your time and be neat.



APPLICATION FORMS

Here are some words and phrases, and their definitions, that show up a lot on application forms:

SURNAME: What is your last name?

PERMANENT ADDRESS: Where do you live?

POSITION APPLIED FOR: What job are you applying for? (for example, sales clerk, shipper)

SALARY OR WAGES EXPECTED: How much do you want to be paid? If you're not sure, just print "Open".

DATE AVAILABLE: When can you start work? If right away, print "Immediately".

WILL YOU RELOCATE: Will you move to another city if asked?

DUTIES/RESPONSIBILITIES: What did you do at your last job? (for example, assisted, assembled)

SKILL: the ability to do something well

REFERENCE: someone (usually a former employer, teacher, or school counsellor – not friends or relatives) who will say good things about you and your abilities

LETTER OF REFERENCE: a letter from a former employer or someone you worked with that says you were good at your job, reliable, etc.

COVER LETTER: your chance to tell the employer why you would be good for the job; states which job

you are applying for, outlines your related interests, skills, and experiences, and asks for an interview

RÉSUMÉ: a paper that says who you are and what you've done

A question people often find hard to answer is "Why did you leave your last job?" Here are some sample reasons; pick one that applies to you:

- ☐ Returned to school
- ☐ Looking for more challenge
- ☐ Looking for better position
- ☐ Job completed
- ☐ Health reasons
- ☐ Maternity leave
- ☐ Relocated
- ☐ Business closed
- ☐ Temporary work
- ☐ Laid off

The following questions are sometimes found on application forms, but since they are often used to "screen out" candidates, the law says that you don't have to answer them. Leave them blank.

1. **MAIDEN NAME** (for women): What was your last name before you were married?
2. **DEPENDENTS:** Who will you support with your pay? An example of a dependent would be children, if you have them.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Surname		Given Names	
No. and Street		City/Town	Province
		Postal Code	
Home Telephone Number		Languages you speak/read/write	
Business Telephone Number		<input type="checkbox"/> English	<input type="checkbox"/> French <input type="checkbox"/> Others, Specify
Are you willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position or type of work sought	Do you have a Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

School	Name and Address	Course of Study	Years Attended From	To	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School					1 2 3 4/5	Yes <input type="checkbox"/> No <input type="checkbox"/>	
University or College					1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (Specify)					1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYMENT EXPERIENCE

Most recent Employer/Name and Address	Name of Supervisor	Position/Title Held	Dates of Employment From To	
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			
Employer/Name and Address	Name of Supervisor	Position/Title Held	Dates of Employment From To	
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			
Employer/Name and Address	Name of Supervisor	Position/Title Held	Dates of Employment From To	
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			

For employment references may we contact your present employer? ☐ Yes ☐ No Former Employers? ☐ Yes ☐ No

OTHER REFERENCES

Name and Occupation	Address	Phone Number

List any skills or other experiences you feel are of value.

The facts set forth above in my application are true and complete.
I understand if employed any false statements on this application
may be considered sufficient cause for dismissal.

SIGNATURE OF APPLICANT

DATE

WHAT'S A RÉSUMÉ?

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A résumé is a short description of who you are and what you've done – a kind of ad for yourself.

It's really an important thing to have. A lot of employers keep résumés handy so that when a job opens up, they can just go through them and pick out people to interview for the job.

Take a minute to look over the sample résumés provided on pages 23 and 24, then try writing one yourself.

1. There are two types of résumés:

Chronological: This type of résumé is the most commonly used. It lists your work experience in reverse chronological order, which means that your most recent experience is listed first. This résumé emphasizes your work experience.

Functional: This type of résumé lists your skills in order of importance with examples of work experience given for each skill. This résumé emphasizes your skills.

2. Here's a short list of words and phrases that might help describe what you've done:

ASSEMBLE: put parts together

ASSIST: help someone

FILE: put things in the right order

HANDLE: move goods or materials or look after money

INITIATE: start something

OPERATE: run machinery

ORGANIZE: turn a plan into action

PLAN: decide what should be done and how to do it

PREPARE: get something ready

SORT: put things in a certain order

3. If you need help writing your résumé, visit a counselling centre or a school guidance office. Call the TRAINING HOTLINE for the location of the counselling centre nearest you.

4. Your résumé must look neat, or nobody will bother to read it. To an employer, a sloppy résumé means a sloppy worker. Make sure your résumé is typed or done on a computer. Then make plenty of good quality copies.
5. From now on, take copies of your résumé whenever you're looking for work, and leave one behind at each place you go.

This is an example of a functional résumé.

Helen Doe
12 Smith St., Anytown, ON M2M 4V5
(413) 555-0001

SKILLS AND EXPERIENCE

Maintenance Skills:

- As carpenter's helper, worked under strict deadlines and minimal supervision: painted interior walls; measured and cut lumber; helped with framing; operated power tools (saws, drills, sanders).
- Did basic home maintenance: rewired lamps; repaired plumbing and appliances; built shelves.

Office Support Skills:

- As stock clerk, assisted in inventory control and priced merchandise.
- Provided quality customer service: assisted patrons and answered inquiries.
- Cashiered: computed and handled large sums of money.
- Worked effectively within a variety of team environments.

Computer Skills:

Have a basic understanding of Macintosh programs MacWrite and MacPaint.

EMPLOYMENT

July 96 – August 98	Carpenter's helper	XYZ Construction Ltd., Anytown, ON
December 94 – June 96	Stock clerk / Cashier	Valumart (position held part time while in school), Anytown, ON

EDUCATION

1995 Grade 12 Diploma, Queen Victoria Secondary School, Anytown, ON

EXTRACURRICULAR ACTIVITIES

Member: School band, photography club, volleyball team

VOLUNTEER WORK

Students Helping Seniors Association – home helper

LICENCES

Ontario Class "G" Driver's Licence

REFERENCES

Available upon request.

This style of résumé is called chronological.

John Gomez
23 Elm St., Anytown, ON M4R 5K6
(905) 555-2345

WORK EXPERIENCE

Summer 1998	Position:	GAS PUMP ATTENDANT (included minor car repair, handling of cash, credit receipts, etc.) Al's Auto Service, Anytown, ON
Summer 1997	Position:	ICE CREAM VENDOR Dicky Doo Ltd., Anytown, ON
Part-time 1992-1996	Position:	NEWSPAPER CARRIER Won a bonus and two awards for adding most customers to route. Anytown Star, Anytown, ON

EDUCATION

1996 Ontario Secondary School Diploma, Baker Secondary School, Anytown, ON
Included two-year Auto Mechanics Program: B+ average in automotive subjects

EXTRACURRICULAR ACTIVITIES

Member: junior football team, car club, school band

LICENCES

Ontario Class "G" Driver's Licence

VOLUNTEER WORK

Boy Scouts – patrol leader
Food bank – delivery person

REFERENCES

Available upon request.

YOUR RÉSUMÉ

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PERSONAL INFORMATION:

Put down your name, address, and telephone number, just as in the samples.

WORK EXPERIENCE (chronological résumé):

List **all the jobs you've ever had**, starting with the most recent. You can follow the style used on page 24 – date of employment, position, name of company and address.

SKILLS AND EXPERIENCE (functional résumé):

If you are using a functional résumé, as on page 23, list each of your skills with examples of work you have done when you've used those skills.

EMPLOYMENT (functional résumé):

List the date of employment, position, and name of company.

EDUCATION:

List the last year you went to school and what grade you completed, the name and address of the school, and any awards you received.

EXTRACURRICULAR ACTIVITIES:

List all the teams, clubs, and other activities in which you have taken part.

VOLUNTEER WORK:

List all the volunteer work you've done (for example, in a hospital or community centre, etc.), the name of the organization, and the type of work you did.

LICENCES:

If you have any licences (for example, a hairstylist's licence or a driver's licence), list them here. If you don't have any, just leave this part out.

REFERENCES:*

On a separate sheet of paper, list three people who would say good things about you if the employer phoned and asked. Don't use relatives or friends. Teachers, school counsellors, and former employers make the best references. Put down their names, jobs, places of employment, and their phone numbers. But remember, if you're going to use someone as a reference, **ask that person first**.

On your résumé under the heading REFERENCES, indicate "Available upon request".

Once you've done your résumé, have someone look it over in case you've forgotten something or made mistakes.

* Keep this reference sheet separate from your résumé, but do take it with you to your job interview.

Résumé Worksheet

NAME:

ADDRESS:

TELEPHONE:

EMPLOYMENT:

EDUCATION:

EXTRACURRICULAR ACTIVITIES:

VOLUNTEER EXPERIENCE:

REFERENCES:

COVER LETTER

If you hear of a job opening or read an ad in the newspaper, the best thing to do is phone for an interview right away. But some ads ask you to reply in writing. In that case, you should mail or drop off a cover letter and a copy of your résumé. The letter should say where you heard about the job, outline why you think you could do the job, and ask for an interview. Don't forget to highlight your skills that match the qualifications of the job.

Just like with your résumé and your application form, it's important that your letter be neat. Unlike résumés,

cover letters can't simply be duplicated. Each job means a new letter.* Make sure the letter is typed or printed from a computer. After looking over the sample cover letter on page 28, try a couple of your own and then have a teacher or employment counsellor look them over.

*Be sure to spell the employer's name and address correctly. Also remember to include your name and telephone number in the letter.

Make it neat
and professional in
appearance. Keep it
short and to the point.

23 Elm St.
Anytown, ON M4R 5K6
(416) 555-2345

October 14, 1998

Ms. Natalie Rogers, Service Manager
Acme Motor Sales Ltd.
455 Ivy Ave.
Anytown, ON M4W 1S2

Dear Ms. Rogers,

Please accept my application for the position of apprentice mechanic,
advertised in the Anytown Sun.

I have always enjoyed working on cars, and have often made car repairs for
friends and relatives. I worked as a pump attendant at Al's Auto Service on
Main Street last summer. I gained a lot of experience there in minor car
repairs and maintenance, which I think would be valuable to your company.

I am enclosing my résumé, but would very much like to talk with you in
person.

I look forward to hearing from you.

Yours truly,

John Gomez

Encl.

I know interviews can seem pretty intimidating. I used to hate going to them. But I found the more interviews I went to, the less intimidated I was. After a while, I was hardly scared at all. Just like everything else, there are rules to remember. Read this section, practise, and you'll end up almost looking forward to interviews.

Before you go to an interview, find out a little about the job you're applying for. An employment counsellor, or someone you know who does the type of job you are applying for, should be able to help.

I've written out some of the questions that interviewers seem to ask a lot, so you can practise your answers. If you have any trouble, try **writing** your answers first. Then say them out loud. Don't memorize, just say what you've written in your own way.

1. Tell me about yourself.
2. Have you had any experience in this type of work?
3. What are your strengths and weaknesses?
4. What would you like to be doing five years from now?
5. What do you do in your spare time?
6. What subjects most interested you at school?

7. Do you work well on your own?
8. Do you mind working overtime or on weekends?
9. What do you know about our company?

THINGS TO BRING:

1. Two pens (ones that work!).
2. Any papers or documents you might need, such as your social insurance card, driver's licence, or school reports.
3. Two copies of your résumé – one for the interviewer and one for yourself.

RULES:

1. **Look your best.** This is really important. Like it or not, the way you present yourself will mean a lot to someone who's thinking about hiring you.

If you're applying for a job where you don't need to get dressed up, wear casual clothes, but make sure that they're clean and that there are no buttons missing or holes. If it's an office or sales job, wear appropriate office attire such as a skirt and blouse or jacket and tie. If you're not sure how you should dress for the job, always dress better than may be required. Take a good look in the mirror before you leave for your interview to make sure your hair and your clothes are **neat**.

Make sure you look
your best when going for
an interview. First
impressions are very
important.



MORE ABOUT INTERVIEWS

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2. Show up a few minutes early, so you'll have time to catch your breath and relax before the interview.
3. Don't smoke cigarettes or chew gum.
4. Tell the person at the reception desk your name and who you have come to see.
5. When you enter the interviewer's office, give her a friendly smile and a firm handshake.
6. Don't sit down until you're asked to do so.
7. Relax, but don't slump in your chair or lean on the desk.
8. Unless she already knows, she's likely to ask what kind of work you're looking for. Don't answer by saying something like "Anything". You've thought about what you want to do, so tell her. But you can add that you'd be interested in trying something else.
9. Answer all questions as fully and truthfully as you can, but try to be brief.
10. If the interviewer asks a question you don't understand, don't try to bluff your way through it. Just say something like "I'm sorry, could you repeat that please? I didn't quite understand."
11. When asked questions about your past, it's okay to take a quick look at your résumé if there's something you can't remember. So keep it handy.
12. Look right at the interviewer when you speak.
13. Don't try to be funny, swear, or use slang.
14. Don't talk badly about anyone, including former employers.
15. Don't ask about wages, hours, or benefits. You can ask about them after the job has been offered to you. Chances are, the interviewer will tell you about them anyway.
16. When the interviewer lets you know the interview is over, thank her and leave promptly.
17. On the way out, thank the person at the reception desk.

I know it seems like I've given you a lot to remember about interviews. But don't worry, most of it will come naturally. Like I told you, you'll get better at interviews by having interviews. Ask your family, friends, and teachers, or employment counsellor, to practise with you. They might make some good suggestions.

Interviews can be
intimidating at first.
But you'll get better
with experience.



KEEPING THE JOB AND BEING GOOD AT IT

Here are some of the most important things you'll need to do to keep the job and show you can handle it:

1. **BE THERE.**
Don't miss work unless you have a legitimate reason. If you do, phone before your shift starts to let your boss know that you can't come in.
2. **BE READY TO START ON TIME.**
Not only do you need to be at work on time, you need to be ready to start working on time. So you need to get there at least a few minutes early.
3. **LEAVE WHEN YOU'RE SUPPOSED TO.**
Even if work may not be busy, never assume that it's okay to leave early. You're paid to be there for your full shift.
4. **DRESS PROPERLY.**
It's a good idea to ask what to wear for work once you've been given the job.
5. **GIVE 100 PER CENT.**
Get enough sleep so you're not dragging yourself through the work day. Your lack of energy or attention to the job is more obvious to your employer than you think.
6. **ASK QUESTIONS.**
Make sure you understand what your employer wants you to do. There are a lot of things to learn when you're new at a job, so don't be afraid to ask questions. It shows that you're interested and take the work seriously.
7. **BE A GOOD TEAM PLAYER.**
An employee is really part of a team. Learn to get along with people. If you have trouble getting along with a co-worker or your boss, try to look at things from his or her point of view.
8. **KEEP LEARNING.**
Read! Read books, magazines, and other periodicals to learn as much as you can about the subjects you're interested in. Go to seminars. Take courses.
9. **QUIT A JOB PROPERLY.**
No matter why you decide to quit, give your employer at least two weeks' notice. Finish as much of your work as you can and tell co-workers about anything that's left to be done. Before you leave, ask your employer for a letter of reference even if you already have another job. Past employers are among the most important references you can have.

FINISH LINE

Looking for work isn't easy. It's a full-time job and probably the hardest you'll ever have. **But stick with it.**

Take the time to really think about what you want to do; it'll pay off. Make sure you have all the things you'll need for your job search – a social insurance card, a sample cover letter, and a résumé. Make lists of all the places you go to and all the people you see, and keep your lists up to date.

Talk to friends, relatives, former employers, teachers, neighbours, parents, and, above all, get out there and knock on doors.

1. **DON'T GIVE UP.**

You may not be offered a job right away. It might take 2 or 3 interviews. It might take 20 or 30. But if you keep trying, it's going to pay off.

2. **BELIEVE IN YOURSELF.**

Anybody who works this hard just to **get** a job will make a good employee. And sooner or later somebody's going to realize it.

**I hope this book helps.
GOOD LUCK!**

Finally getting the job
will make all this hard
work worthwhile.

**For more information on
employment and training programs, call:**

THE TRAINING HOTLINE

1-800-387-5656

(416) 326-5656

**Your comments about or suggestions for this publication are most welcome.
Please fax us at (416) 326-5868 or write to:**

Ministry of Education and Training
Training Hotline
900 Bay St., 23rd Floor
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Toronto, ON M7A 1L2

Thank you.



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Correction Notice

Please note the following correction to information given on page 7 of *And Finally I Did Get a Job* and page 10 of *The Edge*. This correction relates to applying for a social insurance card.

If you were born in Quebec, only a birth certificate or a marriage certificate issued by the provincial government will be accepted for purposes of identification when you apply for a social insurance card.

Erratum

Veillez noter la correction suivante pour la page 10 du document *Bien positionné* et pour la page 7 du document *Et j'ai enfin trouvé un emploi*. Cette correction concerne la demande d'une carte d'assurance sociale.

Si vous êtes né au Québec, seul un acte de naissance ou de mariage délivré par le gouvernement provincial sera accepté en tant que pièce d'identité lorsque vous faites une demande de carte d'assurance sociale.

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